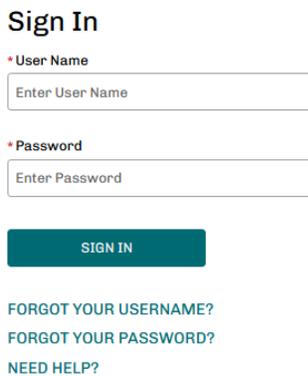


Applicant Applied Status

This job aid provides step-by-step instructions for users on how to pull a report in the DWS (Dean's Office WorkStation) system to identify students who have or have not applied to programs in the current ERAS® season. The report aims to assist administrators and faculty members in efficiently identifying and managing the certification status of student applications within the MyERAS platform.

1. Navigate and log in to [DWS](#).



Sign In

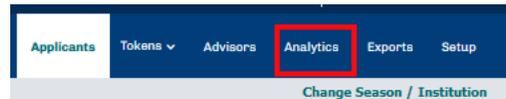
*User Name

*Password

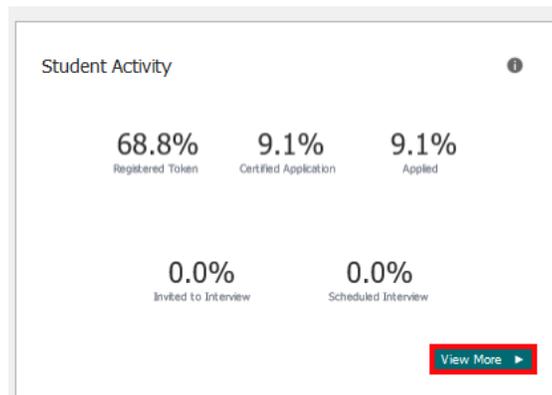
SIGN IN

[FORGOT YOUR USERNAME?](#)
[FORGOT YOUR PASSWORD?](#)
[NEED HELP?](#)

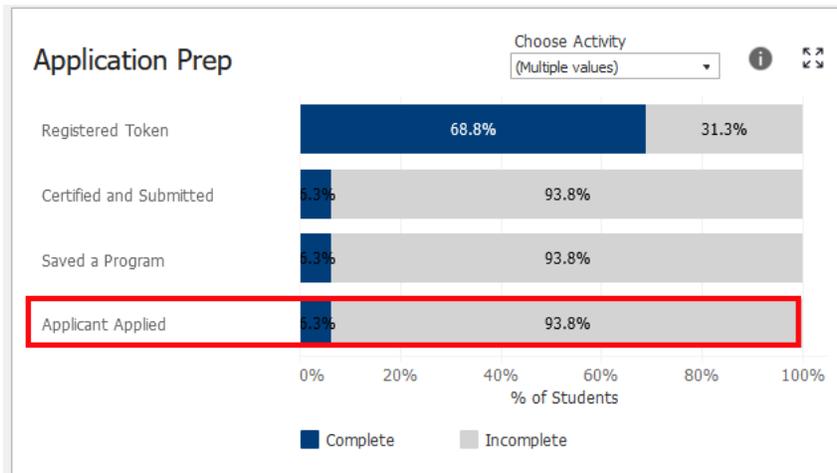
2. Select the Analytics tab to access DWS Analytics.



3. Select View More located in the Student Activity card.



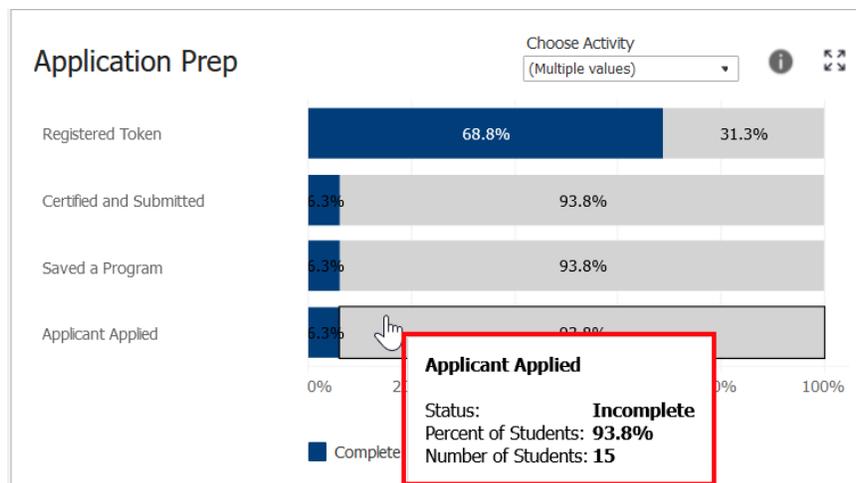
- In the Application Prep card, locate the Applicant Applied activity to view students who have and have not applied to a program(s).



- To view student-level details, hover over the gray and blue bar.
- The student-level details include:
 - Status
 - Percent of Students
 - Number of Students

To view students who have **not** applied to a program(s):

- Hover over and click the gray bar.



Note: The status for students who have not applied to programs will be **Incomplete**.

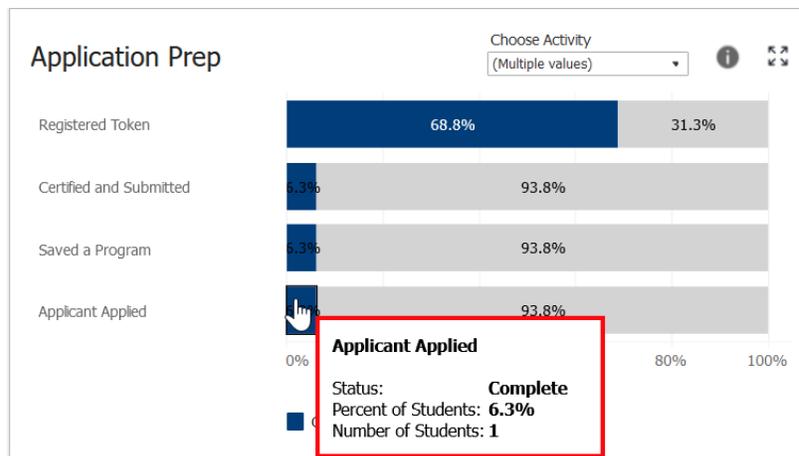
- When the gray bar has been selected, a filtered crosstab will open with a view of students who have an Incomplete status for the Applicant Applied item.

Application Id	Name	Season	Aamc Id	Item Name	Contact Email	Profile Link	Status
2025470453	Andrew McDowell	2025	21147463	Applicant Applied		Andrew McDowell's Profile	Incomplete
2025470450	Ashley Plourde	2025	21310388	Applicant Applied		Ashley Plourde's Profile	Incomplete
2025470440	Ashley Wilson	2025	21310384	Applicant Applied		Ashley Wilson's Profile	Incomplete
2025469402	Becroft Beke	2025	Null	Applicant Applied		Becroft Beke's Profile	Incomplete
2025470447	Brenen Butler	2025	21116747	Applicant Applied		Brenen Butler's Profile	Incomplete
2025470037	Debbie Fong	2025	21215293	Applicant Applied		Debbie Fong's Profile	Incomplete

3. Next, users will be taken to the Applicant Details page where they can see the following information after opening the filtered crosstab:
 - a. Application ID
 - b. Name
 - c. Season
 - d. AAMC ID
 - e. Item Name
 - f. Contact Email
 - g. Profile link (Users can click the profile link to access the applicant's profile.)
 - h. Status

To view students who have applied to a program(s):

1. Hover over and click the blue bar.



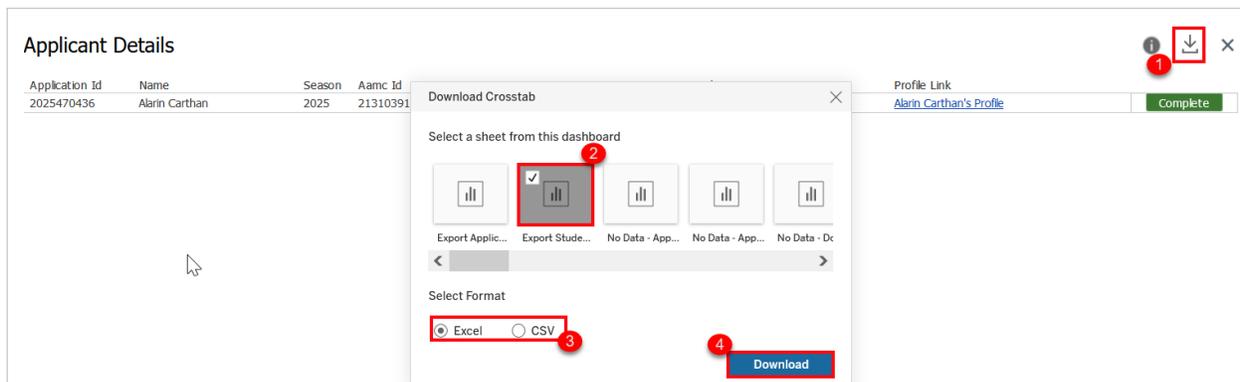
Note: The status for students who have applied to a program(s) will be **Complete**.

2. When the gray bar has been selected, a filtered crosstab will open with a view of students who have a Complete status for the Applicant Applied item.

Application Id	Name	Season	Aamc Id	Item Name	Contact Email	Profile Link	Status
2025470436	Alain Carthan	2025	21310391	Applicant Applied		Alain Carthan's Profile	Complete

3. Users will be taken to the Applicant Details page where they can see the following information after opening the filtered crosstab:
 - a. Application ID
 - b. Name
 - c. Season
 - d. AAMC ID
 - e. Item Name
 - f. Contact Email
 - g. Profile link (Users can click the profile link to access the applicant's profile.)
 - h. Status

To export data from the Applicant Details crosstab:



The screenshot shows the 'Applicant Details' page for Alarin Carthan. A 'Download Crosstab' dialog box is open, allowing the user to select a sheet and format for export. The dialog includes a 'Select a sheet from this dashboard' section with five options: 'Export Applic...', 'Export Stude...' (selected), 'No Data - App...', 'No Data - App...', and 'No Data - Dc'. Below this is a 'Select Format' section with radio buttons for 'Excel' (selected) and 'CSV'. A 'Download' button is located at the bottom right of the dialog. In the background, the main page shows a table with columns for Application Id, Name, Season, and Aamc Id, and a 'Profile Link' for Alarin Carthan's Profile. A 'Complete' button is visible in the top right corner of the main page.

1. Click the Download icon.
2. Select Export Student Results.
3. Select a format.
4. Click Download.